



Teen Leadership 20

Intended Audience:

- Teens

Lesson Objectives:

Participants will:

- Learn basic interview skills.
- Practice skills through a mock interview.

Time: 20 minutes

Equipment and supplies:

- Mock Interview Worksheets

Do Ahead:

- Review lesson
- Gather Equipment and Supplies

Acing the Interview

BACKGROUND

An interview is a two-way exchange, a conversation, in which both participants have some goals. The interviewer wants to select the best candidate(s) for the position. The interviewee (that's you) wants to determine if the position offers he/she the desired opportunities (example, is this something you want to do?).

One of the biggest mistakes in interviewing is not being prepared. Understand that interviewing is a skill; as with all skills, preparation and practice enhance the quality of that skill. Preparation can make the difference between getting the position and getting rejected.

WHAT TO DO

Activity:

- Lead a discussion with participants using these questions:
 - What positions types of positions have you been required to for in the past?
 - Why have those positions required an interview?
 - Did you prepare for those interviews? If so, how?

TALK IT OVER

Reflect:

- Review basic interview skills with participants.
 - Be Prepared
 - Research the company or position before the interview.
 - Practice by developing answers to potential interview questions. Practice with a friend.
 - Be Engaged
 - Arrive 5-10 minutes early
 - Be friendly and courteous
 - Turn off cell phones
 - Don't chew gum
 - Avoid nervous habits (hair play, finger tapping)
 - Use Appropriate Body Language
 - Avoid crossing your arms & slouching in your seat
 - Make eye contact



- Be Sure to Follow-up
 - Consider sending a thank you note after a job interview to reiterate your interest in the job.
 - Have appropriate phone messages and email addresses.

Apply

- Ask participants to begin completing (as time allows) the *Acing the Interview Worksheet*. Have participants select a partner and practice asking/answering interview questions. Practice together.

Please take time to complete the Participant and Facilitator evaluations, found online at go.osu.edu/TeenLeadership20.

Considerations for Conducting Virtually:

- Email interview worksheet to all active participants prior to the program so they familiarize themselves with the content.
 - Using this approach opens way to discussing the importance of preparation
- Facilitate active discussions thorough Zoom – consider utilizing gifs or graphics to demonstrate “dos and don’ts” of basic interview skills
- Divide participants into groups of three (to maintain rule of 3!) in breakout rooms to conduct mock interviews for their dream job – have one interviewee and two interviewers (or one interviewer, and one person provide feedback!)

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Acing the Interview Worksheet

Position you will interview for: _____

- Tell me a little about yourself
- What interests you about this position?
- Tell me about a time when you had to work as part of a team? What was your role & how did you accomplish it?
- Have you ever had a difficult situation with a co-worker or another student at your school? How did you handle it?

Develop one of your own questions for this position with your answer to the question.

- Question:
- Answer: